

PCS Out-processing Instruction Checklist

☐ **One copy of your Orders**

☐ **One copy of your Leave form (DA Form 31)**

NOTE: Leave forms must have a **control number**, you must have at least 5 working days before your leave starts and your leave must end on your order's reporting date.

☐ **Read through Briefing Slides**

Thoroughly and carefully read the out-processing slides. These slides contain the information you'll need to clear the installation properly. Place information on your orders according to instructions from the slides.

☐ **Briefing Agreement Slip**

After you are done reading the slides, print and sign this Briefing Agreement Slip and bring it with you when you go to the Out-processing Section.

☐ **OCONUS (Only)**

DA Form 4036: The HIV result sheet. This is required for all soldiers who are PCSing to OCONUS stations. A negative result is required within six months of your report date. All soldiers will need their DA Form 4036 completed **PRIOR** to picking up their installation clearing papers. You must have the **RED NEGATIVE HIV STAMP** in **Box 12** on the front page of the DA 4036 and the **DATE OF THE RESULTS** in **Box 16B** on the back page of the DA 4036.

☐ **Schedule Date to Pick-up Clearing Papers**

Please complete the tasks above before performing this step. With copies of all required paperwork on hand, report to Waller Hall, Bldg 2140, and check in at the counter of the Out-Processing Section at Room **206B**, to set up your appointments. Appointments should be conducted from **30 days** to **no later** than **14 days prior** to a soldier's scheduled departure date.